

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 29, 2016

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-25

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Annual SCCC Campaign Close Notice – Reminder to Enter Payroll
Deductions for the First Pay Period in 2017

The 2016 State Combined Charitable Campaign (SCCC) was held from September 15, 2016 through December 1, 2016. SCCC coordinators should have forwarded pledge forms collected during the campaign to HR/Payroll offices for entry into the LaGov HCM system.

Wage type 5620 (SCCC / LAUW Charity Contr) should be used on Infotype 14 in LaGov HCM for these entries. Deductions should be set up with a begin date of December 19, 2016 (first pay period of 2017) and an end date of December 17, 2017.

Note: Only pledge forms received during the 2016 campaign period should be entered in LaGov HCM. New pledge forms received outside the 2016 campaign should not be accepted until the 2017 campaign period.

All SCCC deductions should be entered using the above wage type regardless of the employee's charity designation(s). All SCCC deductions will be sent to the Louisiana Association of United Ways (LAUW) as the Principal Combined Fundraising Organization (PCFO) on a quarterly basis by the Office of State Uniform Payroll (OSUP). LAUW will then distribute the funds received to the individual charities based on the calculation of total pledged amounts.

If there are any questions on this information, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Brandy Boyd	342-5354	Jodi Bullock	342-5345
Kenya Warren	342-5357	Desiree Jefferson	342-5377
Jessamye Charette	342-5344		

APH/BPB:par